



**STANDARDISED REPORT COMMUNICATION**

**REPORT DETAILS**

<b>Report subject:</b>	Ward Daily Staffing Levels July and August 2015
<b>Agenda ref. no:</b>	15/16/68
<b>Report to (meeting):</b>	Board of Directors
<b>Action required:</b>	Information and noting
<b>Date of meeting:</b>	30/09/2015
<b>Presented by:</b>	Stephen Scorer, Director of Nursing, Therapies and Patient Partnership

<b>Which strategic objectives this report provides information about:</b>	
Deliver high quality, integrated and innovative services that improve outcomes	Yes
Ensure meaningful involvement of service users, carers, staff and the wider community	No
Be a model employer and have a caring, competent and motivated workforce	Yes
Maintain and develop robust partnerships with existing and potential new stakeholders	No
Improve quality of information to improve service delivery, evaluation and planning	Yes
Sustain financial viability and deliver value for money	Yes
Be recognised as an open, progressive organisation that is about care, well-being and partnership	Yes
<b>Which CQC quality of service domains this report reflects:</b>	
Safe services	Yes
Effective services	Yes
Caring services	Yes
Well-led services	Yes
Services that are responsive to people's needs	Yes
<b>Which Monitor quality governance framework/ well-led domains this report reflects:</b>	
Strategy	No
Capability and culture	Yes
Process and structures	Yes
Measurement	Yes
<b>Does this report provide any information to update any current strategic risks? If so, which?</b>	
See current risk register in the agenda of the public meeting of the Board of Directors at <a href="http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings">http://www.cwp.nhs.uk/about-us/board-members/our-board-meetings</a>	No
35T	
<b>Does this report indicate any new strategic risks? If so, describe and indicate risk score:</b>	
See current integrated governance strategy. CWP policies – policy code FR1	No
35T	

**REPORT BRIEFING**

<b>Situation – a concise statement of the purpose of this report</b>
This report details the ward daily staffing levels during the month of July and August 2015. The planned and actual hours for registered nurses (RN) and clinical support workers (CSWs) for July and August 2015 have been submitted to UNIFY using the template supplied by NHS England (appendix 2 and 3). The themes arising within these monthly submissions continue to mirror those that have arisen previously. These themes identify how patient safety is being maintained on a shift by shift basis. The work of the ward staffing project group has been transferred to the newly formed People Planning Group to take forward the recommendations from the initial review relating to staffing levels and continuous improvement measures. The Director of Nursing is taking forward planning on how to meet the additional requirement of reporting on Contact Time twice yearly.

**Background** – *contextual and background information pertinent to the situation/ purpose of the report*

The monthly reporting of daily staffing levels is a requirement of NHS England and the National Quality Board in order to appraise the Board and the public of staffing levels within in-patient units. CWP undertook a comprehensive review of ward staffing levels between Oct and Dec 2013 with 6 monthly follow up reviews in May 2014, December 2014 and May 2015. The Board of Directors, in line with the NQB requirements, will continue to receive monthly reports on Ward Daily Staffing Levels and also reports on the six monthly ward staffing reviews that the trust are required to undertake.

NB. The June UNIFY figures reported in the July 2015 report were incorrect however the accompanying analysis was correct. The correct data had been sent to UNIFY and an amended version has now been posted on the external website (Appendix 1)

**Assessment** – *analysis and considerations of options and risks*

During July 2015 patient safety on in-patient wards was maintained by nurses working additional unplanned hours, cross covering across wards, the multi-disciplinary team and ward manager supporting nursing staff in the delivery of planned care and patient care being prioritised over non-direct care activities. These themes have been quantified from Feb-May 2015 and analysed as part of the 6 monthly review report submitted to the Board of Directors in July 2015.

**Recommendation** – *what action/ recommendation is needed, what needs to happen and by when?*

The Board of Directors are recommended to note the report.

**Who/ which group has approved this report for receipt at the above meeting?**

Stephen Scorer, Director of Nursing, Therapies and Patient Partnership

**Contributing authors:**

Maria Nelligan, Deputy Director of Nursing

**Distribution to other people/ groups/ meetings:**

Version	Name/ group/ meeting	Date issued
35T	35T	35T

**Appendices provided for reference and to give supporting/ contextual information:**

*Provide only necessary detail, do not embed appendices, provide as separate reports*

Appendix no.	Appendix title
1	Ward Daily Staffing Board Report (June data)
2	Ward Daily Staffing Board Report (July data)
3	Ward Daily Staffing Board Report (Aug data)

Appendix 3 Sep 2015 Ward Daily Staffing Board report (Aug data)

Ward		Day				Night				Fill Rate				Safe staffing was maintained by:
		Registered		Care Staff		Registered		Care Staff		Day		Night		
		Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Total monthly planned staff hours	Total monthly actual staff hours	Average fill rate - registered nurses (%)	Average fill rate - care staff (%)	Average fill rate - registered nurses (%)	Average fill rate - care staff (%)	
East	Adelphi	1655.5	1354.5	993	713	759	701.5	1270	1120.5	81.8%	71.8%	92.4%	88.2%	Staff working additional unplanned hours
	Alderley Unit	833	722	1429.5	1452.5	621	529	793.5	816.5	86.7%	101.6%	85.2%	102.9%	Altering skill mix
	Bollin	1327.5	1205.25	1699	1461.5	713	701.5	1490	1283	90.8%	86.0%	98.4%	86.1%	Staff working additional unplanned hours
	CARS	989.5	936.5	1334	1319.5	701.5	609	736	693	94.6%	98.9%	86.8%	94.2%	Staff working additional unplanned hours, staff also cross covered wards
	Croft	1180	1091	1910.5	1690.5	733	698.5	1809.5	1680	92.5%	88.5%	95.3%	92.8%	Staff working additional unplanned hours
	Greenways A&T	1239	1247	1526	1403	713	575	460	598	100.6%	91.9%	80.6%	130.0%	Altering skill mix
	LimeWalk Rehab	977.5	969.5	1020	1029	691	665	715	696	99.2%	100.9%	96.2%	97.3%	*
	Saddlebridge	889.5	878	1495	1472	713	724.5	1046.5	929	98.7%	98.5%	101.6%	88.8%	*
Wirral	Brackendale	985.5	928	959.5	845.5	701.5	655.5	736	724.5	94.2%	88.1%	93.4%	98.4%	Staff working additional unplanned hours
	Lakefield	1084.8	823.9	1111.5	1042.5	713	678.5	702	713.5	75.9%	93.8%	95.2%	101.6%	Staff working additional unplanned hours and altering skill mix
	Meadowbank	1089.5	1082.5	2092	2092.5	713	667	1656	1633	99.4%	100.0%	93.5%	98.6%	Staff working additional unplanned hours and altering skill mix
	Oaktrees	1131	1086.5	1239	1150.5	724.5	713	542.5	554	96.1%	92.9%	98.4%	102.1%	Staff working additional unplanned hours and altering skill mix
	Brooklands	937.5	915.5	1304.5	1304.5	721	709.5	1127	1127	97.7%	100.0%	98.4%	100.0%	*
West	Beech	1458	1380	1196	1127	701.5	655.5	713	701.5	94.7%	94.2%	93.4%	98.4%	Staff working additional unplanned hours and altering skill mix, staff also cross covered wards
	Cherry	1133.04	1041	1127	1081	713	667	989	954.5	91.9%	95.9%	93.5%	96.5%	Altering skill mix
	Eastway A&T	1142.5	1049	1404.5	1305	609.5	598	1115	1106	91.8%	92.9%	98.1%	99.2%	Staff working additional unplanned hours
	Juniper	1561.5	1393	1050.5	901	736	724.5	805	749.5	89.2%	85.8%	98.4%	93.1%	The WM working within the clinical team, skill mix being altered and cancelling non-direct patient care activity, staff also cross covered wards
	Maple Ward	1147.5	1001.5	1470	1297.5	552	575	881.5	858.5	87.3%	88.3%	104.2%	97.4%	The WM working within the clinical team, cancelling non-direct patient care activity and staff also cross covered wards
	Pine Lodge (YPC)	1057	919	943	931.5	644	644	736	690	86.9%	98.8%	100.0%	93.8%	Staff working additional unplanned hours, staff also cross covered wards
	Rosewood	1194.5	954	1759.5	1460.5	621	563.5	782	701.5	79.9%	83.0%	90.7%	89.7%	Staff working additional unplanned hours, staff also cross covered wards
	Willow PICU	889.25	935.75	1023.5	941	713	701.5	713	690	105.2%	91.9%	98.4%	96.8%	Altering skill mix
<b>Trustwide</b>		<b>23903.09</b>	<b>21913</b>	<b>28088</b>	<b>26021</b>	<b>14508</b>	<b>13757</b>	<b>19819</b>	<b>19020</b>	<b>91.7%</b>	<b>92.6%</b>	<b>94.8%</b>	<b>96.0%</b>	* all categories above 95%